911PROGRAMS
COURSE POLICY

> Policy Title: **Syllabus Changes**
>
> Scope : **All Students / All Programs**
>
> Date Policy Initiated: **November 24, 2008**
>
> Latest Revision Date: **n/a**

1. PURPOSE & DEFINITION

1.1. To provide a mechanism for additions and revisions to the syllabus when deemed necessary by the Program

    1.1.1.   Additions and revisions to policies are occasionally needed when unforeseen circumstances arise that require the schedule to be altered

2. WHEN REVISIONS WILL OCCUR AND WHY

2.1. Classes may be cancelled due to instructor unavailability, is in sickness or other emergencies or due to weather-related issues

    2.1.1.   In this case, the class will be re-scheduled by the Program

    2.1.2.   The Program will make every effort to arrange the schedule so as to inconvenience the students in the least possible way

    2.1.3.   The Program may decide to add an additional session to the weekly schedule, extend the didactic schedule, or some combination

2.2. Revisions to the syllabus will be instituted when it is deemed by the Program to be in the best interest of the Program in general

    2.2.1.   The Program's mission is to provide the highest quality educational experience for all students

    2.2.2.   When it is deemed that a particular class is best taught by a specialist in that area (obstetric emergencies for example), the Program will accommodate the faculty who are often in high demand for their expertise

3. RESULTANT HARDSHIPS ON CURRENTLY ENROLLED STUDENTS

3.1. When a syllabus revision presents an undue hardship to a currently registered student in a currently running program, the student has five business days from notification of policy additions and/or revisions to notify the Program in writing of the nature of the hardship

3.2. The Program will review the hardship notification and will consult with the student to try and determine if an accommodation is warranted and possible

    3.2.1.   Since the policies are designed to safeguard the students' educational experience and protect the integrity of the programs, accommodations are not guaranteed